Differences to look for in MS Office 2003

Microsoft site documentation:

Microsoft does offer a document that compares Office 97, Office 2000, Office XP and Office 2003. This link is updated often. http://www.microsoft.com/office/editions/prodinfo/compare.mspx. There are links for demonstrations for the new product line.

Office 2003 Editions: Compare them to Previous Versions

See how upgrading to Office 2003 Editions can benefit you and your business. Compare the features and benefits of Office 2003 Editions with your version in the following areas:

On This Page

⚓ Connecting People

⚓ Connecting Information

⚓ Connecting Business Processes

Microsoft Office 2003 Product(s):
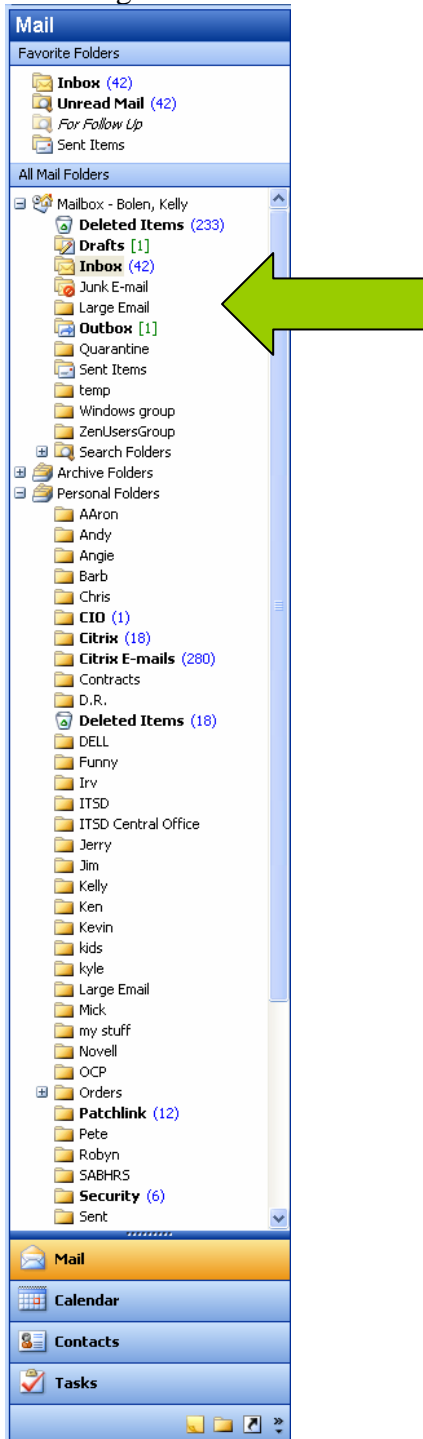
Outlook:

1. <u>New Mail Desktop Alert</u>**:** If Display a New Mail Desktop Alert is checked, you will receive a pop-up showing who the sender is and the subject line. This will show up no matter what program you are currently working in. **If you do not want this feature, uncheck the box.**
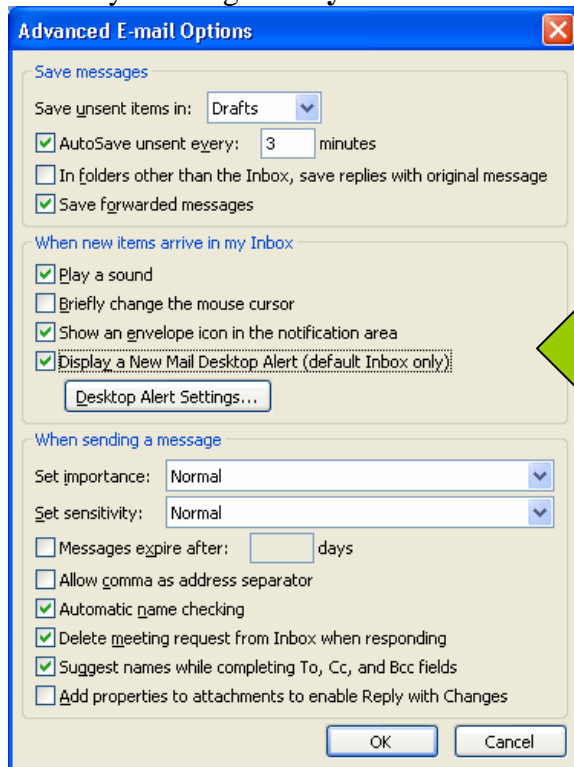
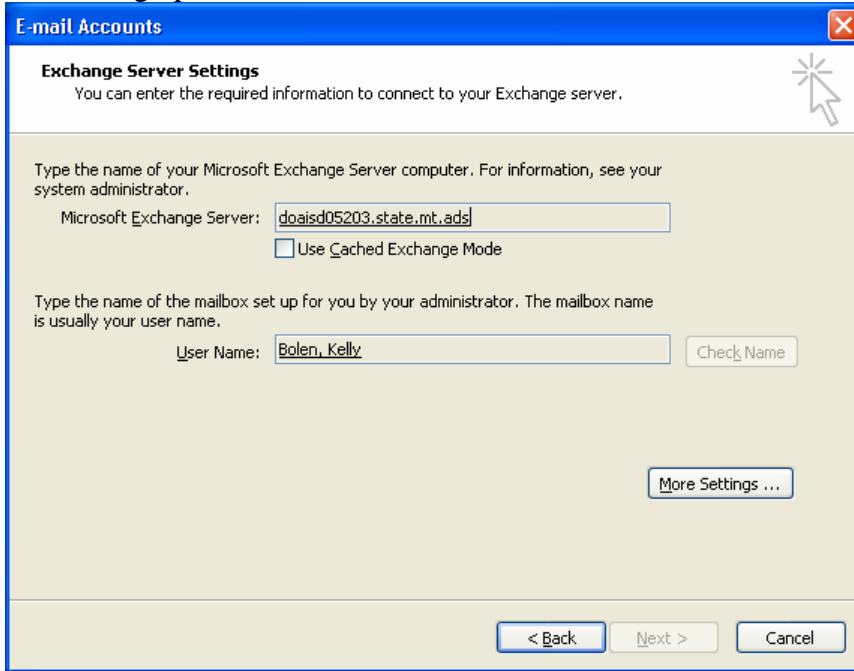2. <u>Naming Cache:</u>   If you have e-mailed someone, their address or other information such as ACF identification can be cached. When you type their name, it automatically fills in the name. *Potential Problem: If a staff member has changed departments and their ACF id has been reassigned, the e-mail can inadvertently be sent to the person with the ACF id even though the names shows the correct recipient.*
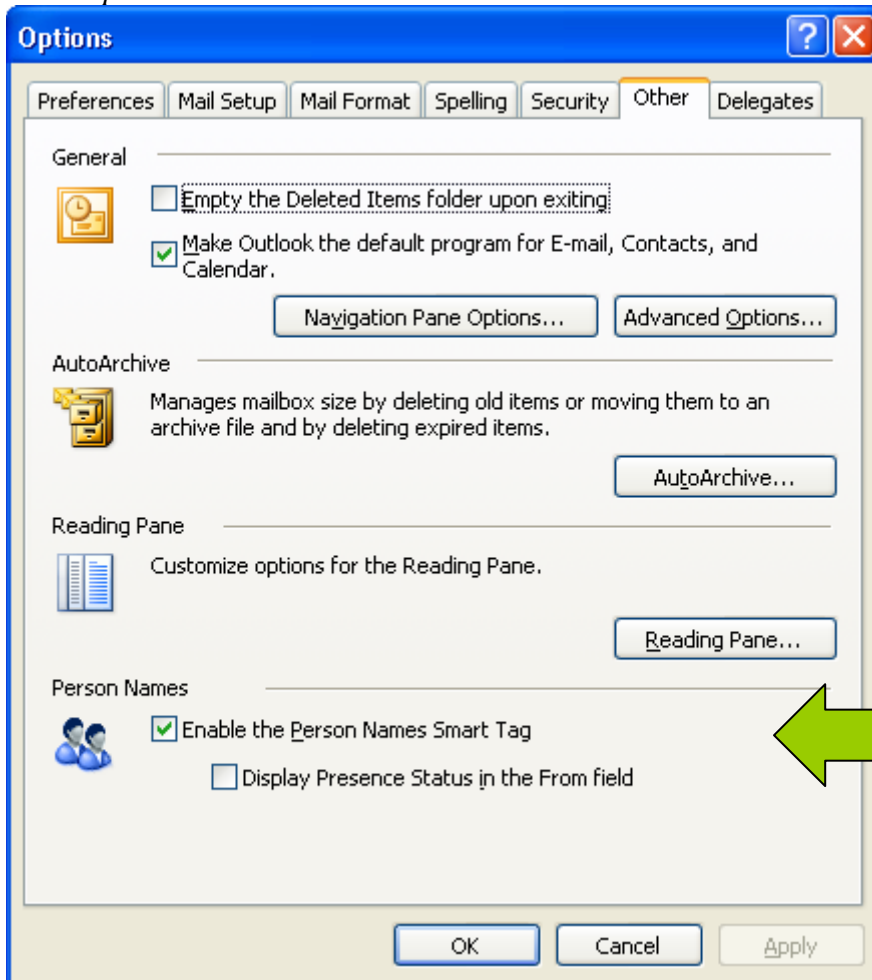
3. <u>File View:</u>   The file view is different, in that the personal folders and mailbox folders are visually into a Favorites section where you can drag folders you often use into that section for fast access.   One of the new folders is Large Email. This folder will store larger than normal e-mails for easier organization. Below you can see the Navigation Pane where you can add or remove features from the Navigation Pane.

Mail

Favorite Folders

- Inbox (42)
- Unread Mail (42)
- *For Follow Up*
- Sent Items

All Mail Folders

- Mailbox - Bolen, Kelly
  - **Deleted Items** (233)
  - **Drafts** [1]
  - **Inbox** (42)
  - Junk E-mail
  - Large Email
  - **Outbox** [1]
  - Quarantine
  - Sent Items
  - temp
  - Windows group
  - ZenUsersGroup
  - Search Folders
- Archive Folders
- Personal Folders
  - AAron
  - Andy
  - Angie
  - Barb
  - Chris
  - **CIO** (1)
  - **Citrix** (18)
  - **Citrix E-mails** (280)
  - Contracts
  - D.R.
  - **Deleted Items** (18)
  - DELL
  - Funny
  - Irv
  - ITSD
  - ITSD Central Office
  - Jerry
  - Jim
  - Kelly
  - Ken
  - Kevin
  - kids
  - kyle
  - Large Email
  - Mick
  - my stuff
  - Novell
  - OCP
  - Orders
  - **Patchlink** (12)
  - Pete
  - Robyn
  - SABHRS
  - **Security** (6)
  - Sent

Mail

Calendar

Contacts

Tasks

4. Cached Exchange Mode: By default this is checked. Users have experience issues with Outlook locking up when this feature is on.

5. Rules Wizard: This version gives the option of quickly creating a rule or advanced options. If you are in the folder you would like the rule created for, that will pop up in the rule wizard when opened.

6. Look up Features: Look for is a default option and you can search your inbox or other options by typing in the word or phrase you are searching. There is a contacts search as well, type in a name or part of the name and a search through the contacts will happen even if the global address book is your default.
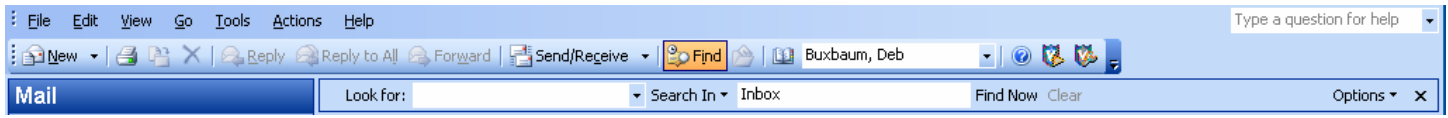
7. Tools: Services is no longer an option on the tools menu. This has been split between E-mail Accounts, Customize and Options.
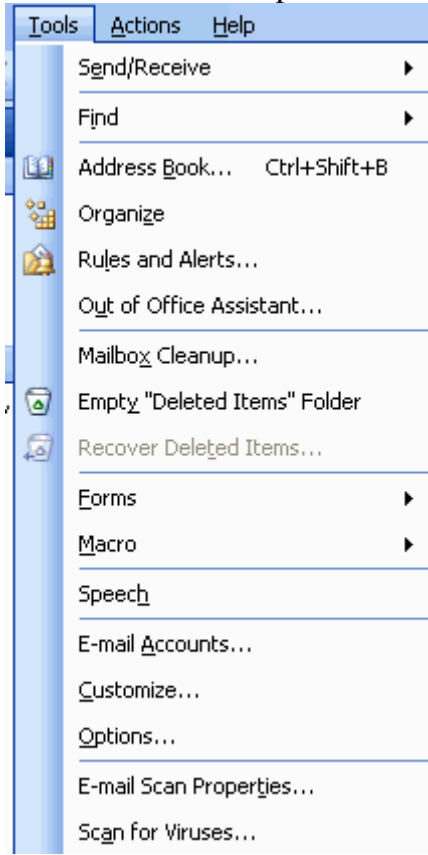
8. Mailbox Cleanup: Instead of deleting items from the Deleted or Sent folders, you can now clean those folders up here as well as use Auto Archive. You can search for old e-mail or search by size. The conflicts folder can be completely deleted.
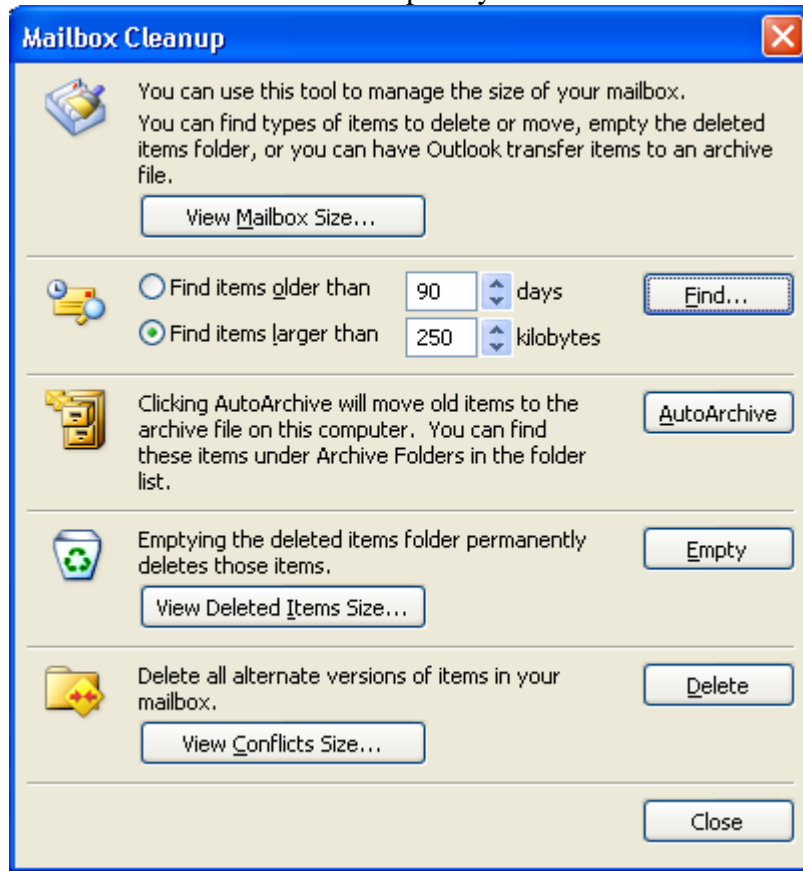
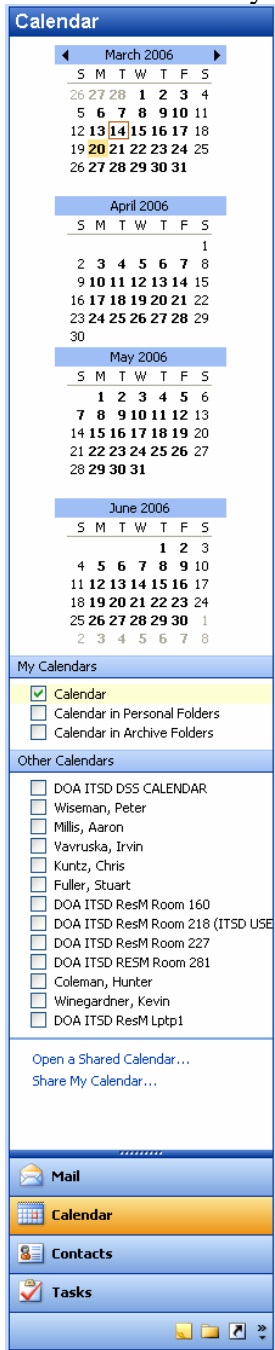9. Calendar Views: The calendar view, like the folder view has changed as well. You can see as many as four months at a glance. There are two other viewing options as well, My Calendars, which show each calendar you have and you can view all or none just by checking a box. Other Calendars retains the calendars you have viewed in the past and you can easily view them side-by-side with your own calendar by checking the box.

Calendar

March 2006

S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2006

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2006

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2006

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

My Calendars

☑ Calendar
☐ Calendar in Personal Folders
☐ Calendar in Archive Folders

Other Calendars

☐ DOA ITSD DSS CALENDAR
☐ Wiseman, Peter
☐ Millis, Aaron
☐ Vavruska, Irvin
☐ Kuntz, Chris
☐ Fuller, Stuart
☐ DOA ITSD ResM Room 160
☐ DOA ITSD ResM Room 218 (ITSD USE
☐ DOA ITSD ResM Room 227
☐ DOA ITSD RESM Room 281
☐ Coleman, Hunter
☐ Winegardner, Kevin
☐ DOA ITSD ResM Lptp1

Open a Shared Calendar...
Share My Calendar...

Mail

Calendar

Contacts

Tasks

Microsoft Office 2003 Product(s):
Word/Excel:

1. <u>Task Pane:</u>   The task pane is a new addition that will generate when word, excel or power point are opened. To remove this, click view on the tool menu and uncheck Task Pane. Some of the features are Research and Search Results.
    a. <u>Research:</u>   You can perform searches without leaving the Microsoft product and opening Internet Explorer to generate a search. So far, this only searches Microsoft sites. You can add additional services. If the service will not add, you need to contact the provider and see if they have any web service that can be used with Office.
    b. <u>Search Results:</u>   All results of your search are listed in the task pane and once you click on a result, it is displayed in a new window.
    c. <u>Clipboard:</u>   Any pasted or copied items will show up as well as a count. These items can be dragged into a document, cleared or all selected and pasted into a document.
    d. <u>Shared Workspace:</u>   This integrates MS Office SharePoint Portal Server 2003 and enables staff to access and share information both internally and externally.
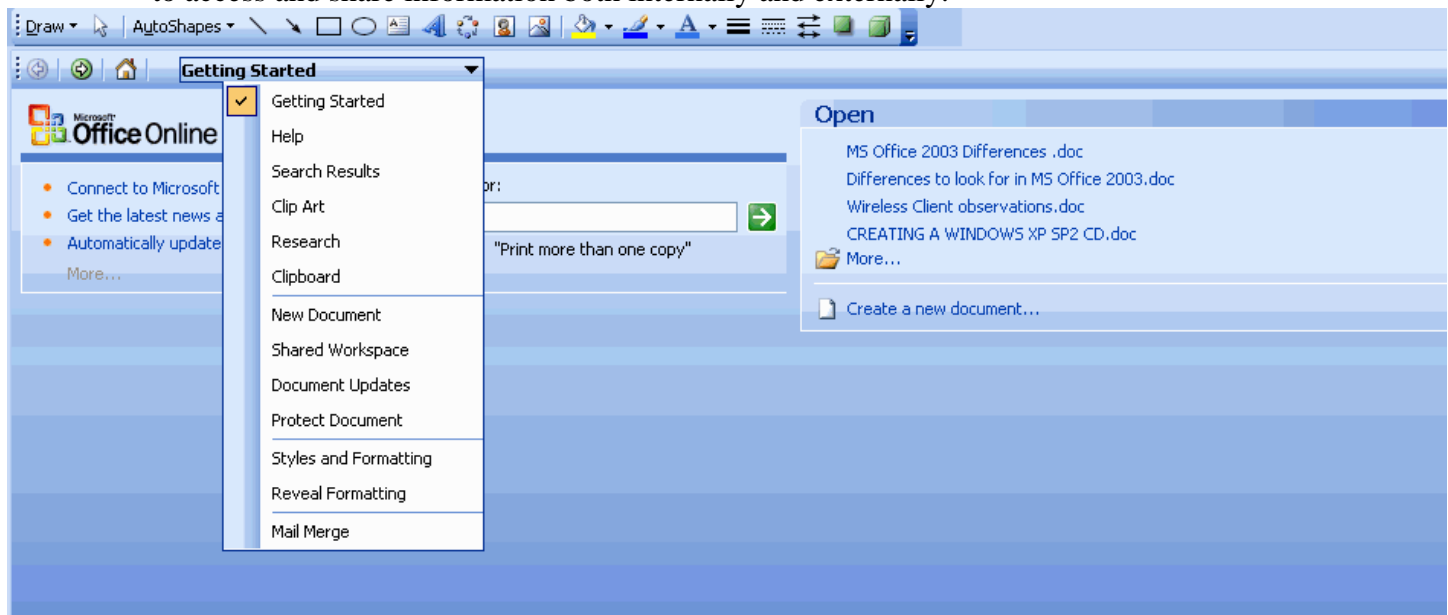
2. Advance text features and language tools. There have been slow response times with this feature turned on. To turn this feature off: Control panel select "Regional and Language Options" Languages tab.

3. Read Layout: This layout is similar to reading a book. This layout makes reading documents online easier to view and read.

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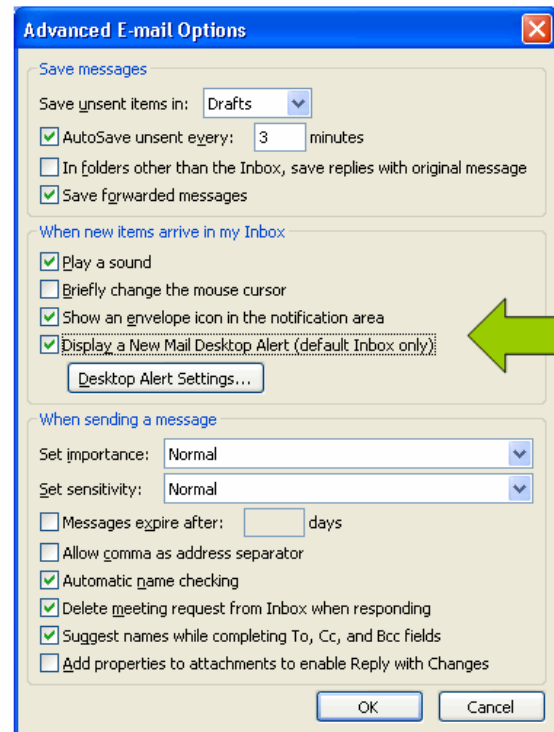http://www.microsoft.com/office/editions/prodinfo/compare.mspx

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4. Scenarios: Excel has a feature that will allow figures in a spreadsheet to be changed and show the change results. Scenarios can be created, modified after creation or Excel can use a created scenario and create a demo on what areas would change.
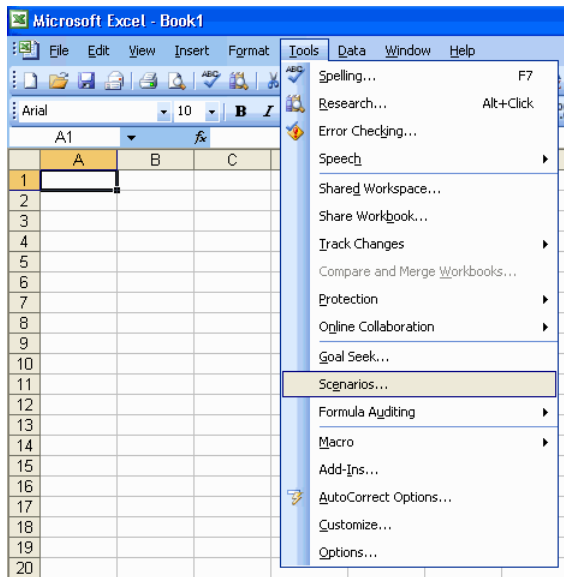
<u>My Places Bar:</u>   The My Places bar appears along the left side of the Open and Save dialog boxes in Office products. In Office 2003 it is possible to add custom locations to the bar. Go to File > Open > Tools > Add to My Places.
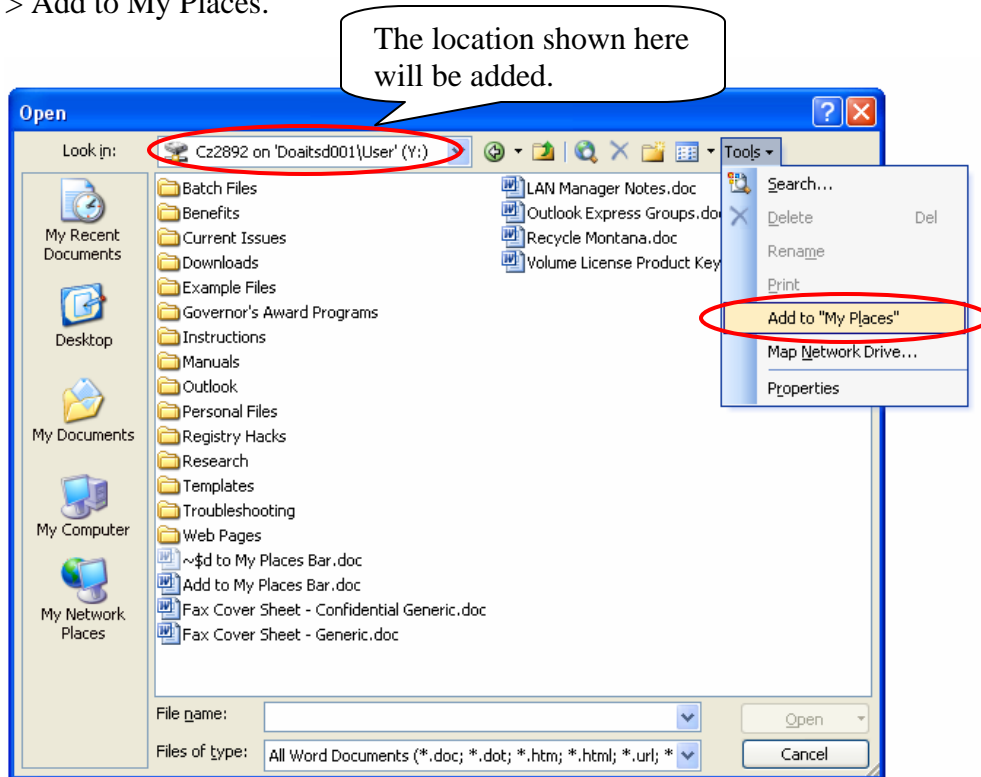
You may need to resize the dialog box in order to see the location that you added.